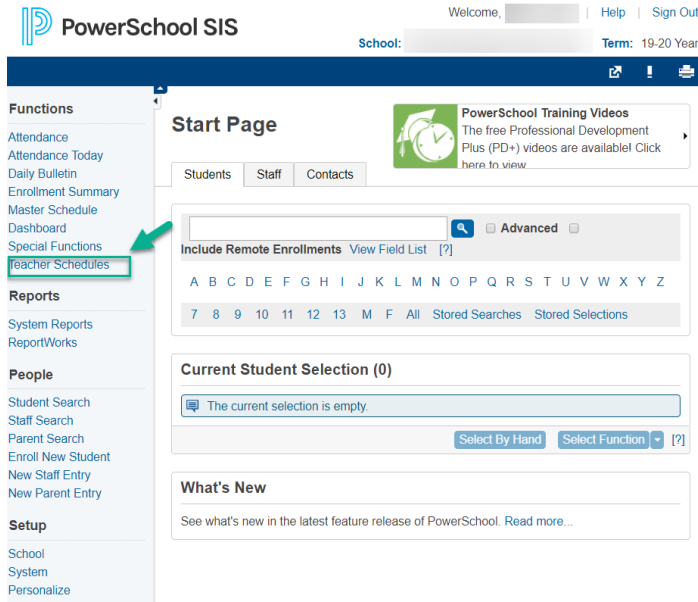


How To Change Course Sections:

- a. Change the time a course takes place (i.e. period change)
- b. Reassign a Course Section to a Different Teacher

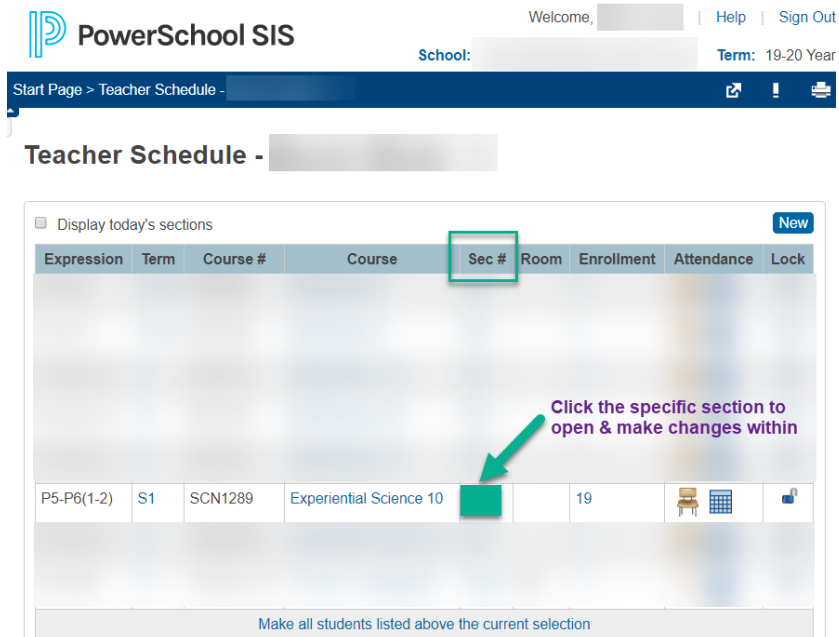
Change the time a course takes place (i.e. period change):

1. Find the teacher's schedule who is currently instructing that course section:



The screenshot shows the PowerSchool SIS Start Page. The left sidebar contains a 'Functions' menu with 'Teacher Schedules' highlighted in blue. A green arrow points to this menu item. The main content area shows a search bar, a grid of letters for filtering, and a 'Current Student Selection' section.

2. Open the course section to be changed:



The screenshot shows the PowerSchool SIS Teacher Schedule page. A table lists course sections. The 'Sec #' column is highlighted with a green box, and a green arrow points to a specific section in the table. A purple text box with an arrow says 'Click the specific section to open & make changes within'. The table has columns for Expression, Term, Course #, Course, Sec #, Room, Enrollment, Attendance, and Lock.

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
P5-P6(1-2)	S1	SCN1289	Experiential Science 10			19		

3. Change the time a course takes place by unchecking current period selections & selecting desired periods:

Edit Section

Field	Value																											
Course Name	<input type="text"/> (Synchronized with PASI)																											
Course Number	<input type="text"/> (Synchronized with PASI)																											
Schedule	Expression: P5-P6(1-2) <table border="1"><thead><tr><th></th><th>1</th><th>2</th></tr></thead><tbody><tr><td>P1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P4</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P5</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>P6</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>P7</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>P8</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		1	2	P1	<input type="checkbox"/>	<input type="checkbox"/>	P2	<input type="checkbox"/>	<input type="checkbox"/>	P3	<input type="checkbox"/>	<input type="checkbox"/>	P4	<input type="checkbox"/>	<input type="checkbox"/>	P5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P7	<input type="checkbox"/>	<input type="checkbox"/>	P8	<input type="checkbox"/>	<input type="checkbox"/>
	1	2																										
P1	<input type="checkbox"/>	<input type="checkbox"/>																										
P2	<input type="checkbox"/>	<input type="checkbox"/>																										
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P5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
P6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
P7	<input type="checkbox"/>	<input type="checkbox"/>																										
P8	<input type="checkbox"/>	<input type="checkbox"/>																										

These are school cycle days

- This is the current schedule. Click on them to remove checkmarks.
- Check off the desired periods indicating new schedule.

4. If this is the only change you need to make, scroll all the way to the bottom and click, **Submit.**

Reassign a Course Section to a Different Teacher:

DON'T DELETE PREVIOUS TEACHER IF THERE IS ANY ATTENDANCE DATA OR MARKS.

5. If you need to reassign a course section to a different teacher, scroll down until you see:

Teacher - Section Lead

Current teacher's name will be here.

You should add the new teacher before you can change the current teacher's end date.

Staff	Role	% Allocation	Start Date	End Date	Actions
	Lead Teacher	100	09/03/2019	01/29/2020	

Teachers/Staff - Additional

You would "add" here to assign a co-teacher

6. Select the new teacher's name under Staff heading, Select that Teacher's start Date
- End date should be correct, but doesn't hurt to check it matches the selected Term above

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
	Lead Teacher	100	09/03/2019	01/29/2020	
<input type="text"/>	Lead Teacher	100	9/3/2019	1/29/2020	

7. Select the previous teacher's End Date: You must pick the day before the new teacher's start date as overlapping schedules will not save.

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
	Lead Teacher	100	09/03/2019	11/17/2019	
	Lead Teacher	100	11/18/2019	01/29/2020	

8. Scroll all the way to the bottom and **Submit**
9. **DON'T remove the previous teacher**, because (s)he has done attendance, Q1 marks & comments. (S)he can ignore this course section in their PowerTeacher Pro. Please Note: I did test changing "% Allocation" to 0, but this did not remove the section from the previous teacher's PowerTeacher Pro because the previous teacher was 100% for the dates indicated.